



DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 6100.1B

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21 AUG 1998

NAVENVIRHLTHCEN INSTRUCTION 6100.1B

Subj: HEALTH PROMOTION PROGRAM

Ref: (a) DODINST 1010.10
(b) SECNAVINST 6100.5
(c) OPNAVINST 6100.2
(d) BUMEDINST 6110.13
(e) OPNAVINST 6110.1E
(f) OCPMINST 12792.4
(g) OPNAVINST 5100.25A

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1. Purpose. To implement the Health Promotion Program at Navy Environmental Health Center (NAVENVIRHLTHCEN), 2510 Walmer Avenue, Norfolk, VA.

2. Cancellation. NAVENVIRHLTHCENINST 6100.1A.

3. Background. Per references (a) through (d), half of all deaths and illnesses in the United States relate directly to unhealthy lifestyle habits, primarily poor diet, lack of exercise, alcohol abuse, tobacco use and unmanaged stress. The goal of any health promotion program is to improve and maintain the highest levels of corporate productivity by identifying and minimizing health risks and disabilities. NAVENVIRHLTHCEN will strive to achieve this goal by offering to all staff members a comprehensive wellness program based on current medical evidence and employee needs. The program is a multi-faceted compilation of individual as well as organizational health awareness campaigns and interventions designed to improve or protect health.

4. Policy. To maximize employee work performance by implementing a program to provide each staff member the opportunity to assess his or her own health status, learn healthy lifestyle habits and establish behaviors which improve or protect health. To effect this policy, NAVENVIRHLTHCEN will:

a. Establish a multidisciplinary Health Promotion Committee. The committee shall consist of, at a minimum, a representative from each directorate, the Health Promotion Program Officer, the Command Fitness Coordinator, the Drug and Alcohol Program Advisor, the Safety Officer and the command epidemiologist.

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b. Conduct a comprehensive Health Promotion Program to include at least the following elements:

- (1) Tobacco use prevention and cessation
- (2) Physical fitness and sports
- (3) Nutrition education and weight control
- (4) Heart disease risk factor screening (A)
- (5) Stress management and suicide prevention
- (6) Alcohol/drug abuse prevention
- (7) Hypertension screening and education
- (8) Back injury prevention and ergonomics (R)

c. Encourage all NAVENVIRHLTHCEN personnel to pursue a high level of personal wellness.

(1) Military staff are expected to meet established standards of physical fitness and body weight as delineated in reference (e). Military members assigned to this command are authorized up to two hours per workday, exclusive of lunch periods, to pursue an optimal level of fitness through a progressive personal exercise program involving aerobic and strength conditioning, as well as flexibility exercises and sound dietary practices. In addition, military personnel are strongly encouraged to participate in all command-sponsored health promotion initiatives.

(2) Civil Service personnel are also encouraged to pursue an optimal level of personal wellness and are authorized three hours per week (non-accumulative) duty time, when requested by the employee, for physical conditioning and participation in command health promotion activities. These hours are non-transferrable from week to week and include all related activities including exercise equipment preparation, changing clothes, showering, etc. Per reference (f), duty time allotted for conditioning may be "matched" with additional non-duty exercise time as part of civilian employees' exercise programs.

(3) During TAD periods, physical conditioning shall be performed in accordance with the guidance above and scheduled in such a manner that it does not conflict with the mission of the temporary duty. Any expenses associated with these TAD conditioning activities are the responsibility of the traveler.

(4) Visiting military personnel (e.g., students and official visitors) may be allowed use of NAVENVIRHLTHCEN facilities for exercise upon approval by the Health Promotion Committee and after appropriate equipment orientation. (A)

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d. For both uniformed and Civil Service personnel, health promotion activities scheduled during normal duty hours will be counted against authorized daily/weekly health promotion time quotas. Participation in health promotion initiatives scheduled during non-duty hours (e.g., lunch and learn sessions, weight control meetings, exercise classes) and those on a non-routine basis (e.g., cholesterol screenings) will NOT be counted against employees' health promotion time quotas.

5. Responsibilities

a. NAENVIRHLTHCEN Commanding Officer and Echelon 4 Commanding Officers and Officers in Charge shall: (R)

(1) Appoint a Health Promotion Program Officer. (R)

(2) Set a personal example through active participation in wellness activities and demonstration of healthy lifestyle choices. (A)

b. The Health Promotion and Medical Management Directorate at NAENVIRHLTHCEN is the program manager for Health Promotion in the Navy. They assist all Naval activities with resources, support and information on the development and maintenance of command Health Promotion Programs worldwide. (A)

c. The Health Promotion Program Officer is a volunteer who, as a collateral duty: (R)

(1) Coordinates a comprehensive, systematic approach to health promotion through state-of-the-art, need-based educational and interventional activities developed through ongoing interactions with members of the Health Promotion Committee at NAENVIRHLTHCEN Walmer Avenue.

(2) Acts as a liaison between NAENVIRHLTHCEN staff and other military and community resources for issues related to the health of Walmer Avenue personnel.

(3) Cooperates as needed with the Command Fitness Coordinator, Drug and Alcohol Program Advisor, Safety Officer, Recreation Committee, and other offices and directorates to promote the health of Walmer Avenue personnel.

(4) Chairs the NAENVIRHLTHCEN Health Promotion Committee at Walmer Avenue.

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e. Directors shall nominate primary and alternate representatives for the Health Promotion Committee. Each nominee shall be a committed, health-conscious individual. The Commanding Officer shall appoint in writing all individuals selected for membership on the Health Promotion Committee.

f. Health Promotion Committee members shall:

(1) Attend or send an alternate to all Health Promotion Committee meetings called by the chairperson.

(2) Serve as liaison between the Committee and the personnel in their directorate for on-going, two-way communication concerning health promotion activities.

(3) Actively participate in developing, executing and assessing health promotion initiatives conducted at the command.

g. Supervisors shall:

(1) Ensure that employees are allowed to participate in personal conditioning programs at a level commensurate with workload and staffing requirements.

(2) Review and endorse physical conditioning schedules for Civil Service employees prior to initiation of physical conditioning programs. Per reference (f), supervisors and employees may consider combining periods of duty and non-duty wellness hours, thereby extending their approved weekly time up to six hours per week (i.e., three hours of duty time matched with three hours of non-duty time). Duty and non-duty hours shall be specified in the civilian's physical conditioning schedule.

(3) Administratively adjudicate Federal Employees' Compensation Act (FECA) claims filed by Civil Service employees injured as a result of an approved physical conditioning program in accordance with reference (f) and other applicable directives.

h. All personnel participating in the command's Health Promotion Program shall wear personal protective equipment as appropriate for their activity as prescribed in reference (g). (A

(1) In-line skating. American National Standards Institute (ANSI) approved helmets for skaters on streets, roadways and public access areas such as parking lots. All skaters shall wear light colored clothing. During restricted visibility conditions, reflective clothing shall be worn. Elbow pads, knee pads and gloves are strongly recommended. (A

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(2) When jogging on roadways, light colored clothing will be worn. During reduced visibility conditions, reflective clothing will be worn. (A)

i. Each individual is ultimately responsible for his or her own lifestyle choices and physical wellness. Assistance should be requested from the Health Promotion Program Officer or Committee representative as needed to achieve overall wellness. All personnel shall be familiar with the provisions of this directive.


R. L. BUCK

Distribution: (NAVENVIRHLTHCENINST 5215.1P)

List V (all NAVENVIRHLTHCEN Personnel)

VI (NAVENPVNTMEDUs)

VII (NAVDISVECTECOLCONCENS)

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IX (NAVDRUGLABs)